

Park reservations are handled in the following manner:

- All reservations are scheduled in person or by phone. (Must have access to a fax machine and pay with a credit card)
- Payment is due at the time of reservation.
- Reservations cannot be scheduled earlier than six (6) months in advance of the day.
- Every attempt will be made to ensure the park site is clean.
- Reservations should be scheduled at least two (2) weeks prior to the reservation date.
- Events requiring business license/permit must begin reservation procedures at least twenty (20) business days prior to the event; for example, vendors selling merchandise or food.
- Cancellations or changes must be processed no later than two (2) weeks prior to the reserved date (not including the day of your event) to receive a full refund. Cancellation must be made during park reservations business hours, Monday-Friday, 8 am-4 pm.

Reservations with Amplified Music

Amplified music is not allowed in any City park without a special permit. Deputy City Marshals will monitor amplified sound. If problems occur from the noise level, the Marshals have the authority to direct that the music be lowered or discontinued.

If amplified music is allowed:

- The sound level must not exceed 110 decibels.
- The decibel level reading will be taken from the audio board by City of Las Vegas staff.
- All sound levels must adhere to City ordinances and OSHA regulations.
- Sound curfew is 10 pm (Freedom Park at 9 pm).
- DJ must provide own power source.
- No admission may be charged.

Special Events (defined as)

- Any event with 400 or more people.

An event with less than 400 people is also considered a special event if the following is involved:

- Events charging admission.
- Events requiring use of stage, power, water, etc.
- Events with bartering activity.

If your event meets any of these criteria, please contact Special Events at 229-1087.

For all sporting events (softball, baseball, soccer), please contact Department of Leisure Services Municipal Sports at 229-1642.

Security Requirements

Groups and organizations requesting or planning to sell alcoholic beverages, charge a fee, and/or sell or barter any real or personal property at their event must contact the City of Las Vegas Department of Finance and Business Services at 229-6281 one (1) month in advance and file a formal request for appropriate license and/or permits (Temporary Merchant Permit and/or Special Event Liquor License) subject to City Council approval. Private and profit businesses will not be allowed to operate on City property under the park reservation system.

Special event security requirements will be determined in accordance with event factors such as size, location, and alcohol availability. A meeting no less than ten (10) working days prior to the event with renter, City staff, and City Marshals/Metro Police Department shall determine security needs. Renter will be responsible for the overtime cost for City Marshal support.

Insurance Requirements

Organizations will be required to provide a minimum \$1,000,000 liability insurance certificate for special events or requirements, i.e, air jumper, amusement rides, pony rides, etc. A \$1,000,000 general liability insurance binder is required for all special events selling and/or distributing alcohol.

Miscellaneous

Special requirements such as air jumpers, disc jockey with amplified music, live band, or caterers require two (2) months advance notice in order to ensure that the crucial, updated information is placed on the park permit prior to submitting to the Deputy City Marshals office. No additional items or vendors will be allowed.

Events over 400 people will not be scheduled on consecutive weekends to allow park recovery (i.e. maintenance/cleaning).

If, at the conclusion of a park’s use, the park area is determined to be left unclean or park property has been damaged, the City will arrange for the park to be cleaned and/or repaired, with the cost to the City being deducted from the responsible party’s deposit. The refundable deposit takes approximately 4-6 weeks and will be mailed to the address provided on the permit.

All vehicles, including cycles, must stay on approved driveways and in designated parking areas and must observe all traffic rules. All commercial vehicles require a Temporary Parking Permit. No power is provided in any park. Users must provide their own power source. Water couplers are not provided for access to any sprinkler system. Sprinkler access for water to be used for dunk tanks is not permitted.

Organizations and groups staging functions in the park must follow all park rules and regulations. Actions that are in violation of said rules and regulations may result in cancellation of the event, forfeiture of deposits, arrest and/or fines.

Park Rules

1. No alcohol or drugs of any kind are allowed in play areas and parking lots.
2. No amplified music without a permit.
3. No adults in tot lot/play areas unless supervising a child.
4. All dogs must be on a leash.
5. No dogs in activity and/or sports areas.
6. All other animals prohibited.
7. No vehicles allowed in park except where posted.
8. No camping or lodging in parks.
9. Fires in barbecue pits only.
10. No fireworks, firearms or weapons of any kind in park.
11. Unauthorized sales prohibited.
12. Metal detectors surface finds only.
13. No golfing in the park.
14. Obey all traffic and parking signs.
15. Misuse and abuse of park property will be subject to citation and prosecution.
16. Only “Easy Up” tents allowed.

Municipal Code 13.36.090. Permit–Issuance

The department director may deny or condition the issuance of any permit, which is applied for pursuant to Section 13.36.090 in order to:

- (a) Protect the use and enjoyment of the park or facility for other members of the public;
- (b) Protect the health and safety of all persons who visit the park or facility;
- (c) Ensure that there is adequate parking and sanitary facilities to accommodate all persons who use the park or facility;
- (d) Protect the grounds, equipment, vegetation, buildings, fences and other amenities of the park or facility from damage, overuse or destruction;
- (e) Provide that the park or facility and surrounding area is kept clean and free from debris;
- (f) Ensure that the group use does not disturb or annoy persons who occupy land which is nearby such park or facility.



Park Reservations Office  
749 Veterans Memorial Dr.  
Las Vegas, NV 89101



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# Park Reservations



## Park Reservations Office

Monday-Friday, 8 am-4 pm  
749 Veterans Memorial Drive  
Las Vegas, NV 89101

702-229-6718 • Fax: 702-383-6306  
www.lasvegasnevada.gov

Park Maintenance	702-229-6571
Sports Office	702-229-1642
Deputy Marshals	702-229-6444

## Reservable Park Fee Schedule

For picnics, reunions, birthday parties, etc.  
(electricity and potable water are **not** available)

Group Size	Fee	Refundable Deposit
1-100	\$50	Plus \$25
101-200	\$100	Plus \$50
201-400	\$150	Plus \$75
over 400	Special Event*	
<b>*See Special Events</b>		
<b>With DJ</b>		
1-200	\$50 per hour	
201-400	\$75 per hour	

The Department of Leisure Services hopes you have an enjoyable picnic. Although we cannot guarantee the weather, we can assure you our facilities are first rate. \*Please be advised that no refunds will be issued due to inclement weather.